

Destruction of Juvenile Records Instructions: How to complete the Application form

1. Determine if you meet the requirements for the request you are making. (See Legal Requirements document.)
2. Complete the Application form with black ink, typed or printed.
3. Sign the Application.
4. You must file the original and one (1) copy of the Application with the Clerk of Superior Court. The Clerk will not charge a fee.
5. The Clerk of Superior Court will transmit notice of the Application to the County Attorney. The County Attorney may file a response to the Application regarding your juvenile records.
6. The Clerk of Superior Court will return one copy of the Application for your records.

If you have a Juvenile Court case in more than one county, you must file a separate Application with the Clerk of Superior Court in each county in which you had a case.

You may obtain your case number from the Clerk of Superior Court in the county in which you were adjudicated. You can get a copy of your public record from the Juvenile Probation Department.

Heading: At the top of the form, please fill in your name; mailing address (if address is not protected), city, state, zip code, telephone number and email address. If you are an attorney filing on behalf of the applicant fill in your State Bar Number.

Fill in your first and last name on the line above "Applicant's Name."

Fill in your date of birth.

Fill in your case number(s).

If you are requesting that the court modify your fines, check the box before "Request to Modify Fines."

Statements to and Request(s) of the Court:

To determine whether you should complete Item A or Item B on the form, refer to the Legal Requirements document.

- A. Complete this section of the form if you are at least 18 years of age and no longer under the jurisdiction of Juvenile Court or the Department of Juvenile Corrections (not on probation or under supervision of Department of Juvenile Corrections).

Check all boxes that are true.

If the fines are not paid in full, you may explain to the court the reasons for requesting that the fines be modified in this section.

OR

B. Complete this section if you are at least 25 years of age.

Check all boxes that are true.

If the fines are not paid in full, you may explain to the court the reasons for requesting that the fines (except victim restitution) be modified in this section.

Date and sign the form.

Important Advisement: Destroying your records means your entire file will be destroyed, including the court's destruction order. After destruction, the court will no longer have any information regarding your juvenile case. You should keep the court's order destroying your record as you may need this order in the future for job applications, security clearances, entry into the military, further education, occupational licensing, or other reasons.